



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD  
14000 MSCOE LOOP STE 120  
FORT LEONARD WOOD, MISSOURI 65473-8929

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Garrison Policy 04, Separate Rations

1. Purpose: To establish the U.S. Army Garrison Separate Rations Policy.

2. Policy:

a. Company Commanders may approve Separate Rations on officers, enlisted personnel Staff Sergeants or above, and married personnel Private through Staff Sergeant residing with family members.

b. Privates through Sergeants (E-5), not married or residing apart, must have Separate Rations approved by the Garrison Commander as an exception to policy, and will submit a request (memorandum) through the Company/Battalion Commander to the Garrison Commander. As a minimum, the memorandum will contain:

(1) For Dietary Requirements: Section hours of operations, number of meals missed in a given week, and the number of other personnel already on Separate Rations.

(2) For Dietary Restrictions: A recommendation from medical authority.

(3) For Religious Affiliation: Must state why the dining facilities cannot meet the Soldier's particular needs.

c. At no time will the meal card be turned in prior to the initial authorization from the Garrison Command Sergeant Major. All personnel must either be on Separate Rations or have a meal card in their possession.


d. If the request for Separate Rations is approved by the Battalion Commander, the DA Form 4187 will be processed and the Soldier will be notified to turn-in their meal card.

e. On all requests for Separate Rations, the start date will be within 5 working days of the date of expected approval, i.e. start 12 Jul 16 1200 hours, approved 15 Jul 16. Requests back dated beyond the 5-day limit require the Garrison Commander to approve. The request must state why the 5-day time limit could not be met.

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3. This policy supersedes any previous policies and is in effect until superseded or rescinded.
4. The point of contact for this memorandum is the Human Resources Representative at (573) 563-5967.

  
TRACY L. LANIER  
COL, LG  
Commanding